

State of Washington PUBLIC DISCLOSURE COMMISSION

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9:00 a.m. October 29, 2002

MINUTES - SPECIAL MEETING

Evergreen Plaza Bldg. Room 206 711 Capitol Way South Olympia, Washington

COMMISSION MEMBERS PRESENT

Mike Connelly, Chair Susan Brady, Vice Chair Lois Clement, Secretary Christine Yorozu, Member Francis Martin, Member

STAFF PRESENT

Vicki Rippie, Executive Director Susan Harris, Assistant Director Michael Smith, Chief Technology Officer Nancy Krier, Asst. Attorney General Linda Dalton, Sr. Asst. Attorney General Ruthann Bryant, Secretary

The special meeting of the Public Disclosure Commission was called to order by Commission Chair Mike Connelly at 9:00 a.m. in the Evergreen Plaza Building, Room 206, Olympia, Washington.

Commissioner Comments Commissioner Connelly noted that the Public

Disclosure Commission query system was

featured on a King 5 news program concerning the transportation initiative and he congratulated the

IT staff for their hard work.

<u>Citizen Comments/Concerns</u> No citizen comments or concerns were expressed.

<u>Minutes</u>

Motion 03-037 Moved by Commissioner Clement, seconded by

Commissioner Brady:

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The Commission adopts the minutes of the special meeting of October 2, 2002, as written.

The motion passed unanimously.

Executive Session

The Commission went into executive session at 9:04 a.m. to discuss pending litigation with legal counsel.

Public Session

The Commission returned to public session at 9:20 a.m.

Personal Financial Affairs Reporting New Modification Requests

National Republican Senatorial Committee

Ms. Harris reported that the National Republican Senatorial Committee (NRSC) requests a two part modification: (1) a modification retroactive from January 1, 2000, through October 31, 2002 allowing it to satisfy the requirements of RCW 42.17.090(1)(I) through the filing of NRSC's regularly filed Federal Election Commission (FEC) reports, supplemented by the C-5 forms already submitted; and (2) a modification effective November 1, 2002 through December 31, 2003, to permit the NRSC to satisfy the requirements of RCW 42.17.090(1)(I) by allowing C-5 reports to be filed at the same time monthly FEC reports are due, and to raise the threshold for reporting contributions from Washington residents and corporations from more than \$25 to more than \$50.

Ms. Harris stated that staff supports this request because there has been substantial compliance. The WSRP reported the contributions on time and the NRSC timely filed monthly reports with the FEC and all outstanding C-5 reports have been filed.

Republican National Committee Deputy Counsel Charles Spies and Attorney Mike Bayes

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addressed the Commission in support of the modification request.

Motion 03-038

Moved by Commissioner Clement, seconded by Commissioner Yorozu:

The Commission grants the retroactive reporting modification to the National Republican Senatorial Committee as requested. The Commission grants the prospective reporting modification allowing C-5 reports to be filed in accordance with the monthly FEC reporting schedule and raising the threshold for reporting Washington state residents and corporations making donations from more than \$25 to more than \$50.

The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

The motion passed unanimously.

National Republican Congressional Committee

Ms. Harris reported that the National Republican Congressional Committee (NRCC) requests a two part modification: (1) a modification retroactive from January 1, 2000, through October 31, 2002 allowing it to satisfy the requirements of RCW 42.17.090(1)(I) through the filing of NRCC's regularly filed Federal Election Commission (FEC) reports, supplemented by the C-5 forms already submitted; and (2) a modification effective November 1, 2002 through December 31, 2003, to permit the NRCC to satisfy the requirements of RCW 42.17.090(1)(I) by allowing C-5 reports to be filed at the same time monthly FEC reports are due, and to raise the threshold for reporting contributions from Washington residents and corporations from more than \$25 to more than \$50.

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Ms. Harris stated that staff supports this request because there has been substantial compliance. The WSRP reported the contributions on time and the NRCC timely filed monthly reports with the FEC and all outstanding C-5 reports have been filed.

Motion 03-039

Moved by Commissioner Clement, seconded by Commissioner Yorozu:

The Commission grants the retroactive reporting modification to the National Republican Congressional Committee as requested. The Commission grants the prospective reporting modification allowing C-5 reports to be filed in accordance with the monthly FEC reporting schedule and raising the threshold for reporting Washington state residents and corporations making donations from more than \$25 to more than \$50.

The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

The motion passed unanimously.

Commissioner Clement noted that she was on the executive committee of the Washington State Democratic Central Committee (WSDCC) during 2000 and she recused herself from consideration of the modification requests made by the Democratic Senatorial Campaign Committee and the Democratic Congressional Campaign Committee.

The Democratic Senatorial Campaign
Committee

Ms. Harris reported that the Democratic Senatorial Campaign Committee (DSCC) requests a two part modification: (1) a modification retroactive from January 1, 1998, through October 29, 2002 allowing it to satisfy the requirements of RCW

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42.17.090(1)(I) through the filing of DSCC's regularly filed Federal Election Commission (FEC) reports, supplemented by the C-5 forms already submitted; and (2) a modification effective October 30, 2002 through December 31, 2003, to permit the DSCC to satisfy the requirements of RCW 42.17.090(1)(I) by allowing C-5 reports to be filed at the same time monthly FEC reports are due, and to raise the threshold for reporting contributions from Washington residents and corporations from more than \$25 to more than \$50.

Ms. Harris stated that staff supports this request because there has been substantial compliance. The DSCC reported the contributor information through timely monthly filings of the FEC reports.

Attorneys Dave Burman and Kevin Hamilton addressed the Commission in support of the modification request.

Moved by Commissioner Brady, seconded by Commissioner Martin:

The Commission grants the retroactive reporting modification to the Democratic Senatorial Campaign Committee as requested. The Commission grants the prospective reporting modification allowing C-5 reports to be filed in accordance with the monthly FEC reporting schedule and raising the threshold for reporting Washington state residents and corporations making donations from more than \$25 to more than \$50.

The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

Voting For: Commissioner Brady, Martin, Yorozu and Connelly.

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Abstaining: Commissioner Clement.

The motion passed.

The Democratic Congressional Campaign Committee

Ms. Harris reported that the Democratic Congressional Campaign Committee (DCCC) requests a two part modification: (1) a modification retroactive from January 1, 1998, through October 29, 2002 allowing it to satisfy the requirements of RCW 42.17.090(1)(I) through the filing of DCCC's regularly filed Federal Election Commission (FEC) reports, supplemented by the C-5 forms already submitted; and (2) a modification effective October 30, 2002 through December 31, 2003, to permit the DSCC to satisfy the requirements of RCW 42.17.090(1)(I) by allowing C-5 reports to be filed at the same time monthly FEC reports are due, and to raise the threshold for reporting contributions from Washington residents and corporations from more than \$25 to more than \$50.

Ms. Harris stated that staff supports this request because there has been substantial compliance. The DCCC had filed most C-5 reports on time and contributor information was available through the timely filings of the FEC reports.

Moved by Commissioner Brady, seconded by Commissioner Martin:

The Commission grants the retroactive reporting modification to the Democratic Congressional Campaign Committee as requested. The Commission grants the prospective reporting modification allowing C-5 reports to be filed in accordance with the monthly FEC reporting schedule and raising the threshold for reporting Washington state residents and corporations making donations from more than \$25 to more than \$50.

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The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

Voting For: Commissioner Brady, Martin, Yorozu and Connelly.

Abstaining: Commissioner Clement.

The motion passed.

IBEW COPE

Ms. Harris reported that the International Brotherhood of Electrical Workers COPE (IBEW COPE) requests a two part modification: (1) a modification retroactive from November 1, 2000, through October 31, 2002 allowing it to satisfy the requirements of RCW 42.17.090(1)(I) through the filing of IBEW COPE's regularly filed Federal Election Commission (FEC) reports, supplemented by the C-5 forms already submitted; and (2) a prospective modification effective January 1, 2003 through December 31, 2003, to permit the IBEW COPE to satisfy the requirements of RCW 42.17.090(1)(I) by filing copies of FEC reports by the 20th of the month following the month in which any contribution is made, and to raise the threshold for reporting contributions from Washington residents and corporations from more than \$25 to more than \$100.

Ms. Harris stated that staff supports this request in part since the WSDCC timely reported the contribution and the IBEW timely filed monthly FEC reports. Staff suggests, however, for the prospective modification that IBEW COPE file C5 reports by the 20th of the month following the month in which any contribution is made and report contributors at the \$50 level.

Moved by Commissioner Clement, seconded by Commissioner Martin:

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The Commission grants the retroactive reporting modification to the International Brotherhood of Electrical Workers COPE as presented by staff. The Commission grants the prospective reporting modification allowing C-5 reports to be filed by the 20th of the month following the month in which any contribution is made and raising the threshold for reporting Washington state residents and corporations making donations from more than \$25 to more than \$50.

The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

The motion passed unanimously.

DRIVE (Teamsters Political Committee)

Ms. Harris reported that DRIVE (Teamsters Political Committee) requests a two part modification: (1) a modification retroactive from September 1, 2000, through October 29, 2002 allowing it to satisfy the requirements of RCW 42.17.090(1)(I) through the filing of DRIVE's regularly filed Federal Election Commission (FEC) reports, supplemented by the C-5 forms already submitted; and (2) a prospective modification effective October 30, 2002 through an indefinite period of time to permit DRIVE to satisfy the requirements of RCW 42.17.090(1)(I) by allowing C-5 reports to be filed at the same time monthly FEC reports are due, and to raise the threshold for reporting contributions from Washington residents and corporations from more than more than \$25 to more than \$50.

Ms. Harris stated that staff supports this request in part since the WSDCC timely reported the contribution and DRIVE timely filed monthly FEC reports. Staff suggests, however, that the modification be granted through December 31,

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2003 to be consistent with other modifications previously granted and also to comply with RCW 42.17.370(10), which contemplates annual renewal of modification requests.

Motion 03-043

Moved by Commissioner Brady, seconded by Commissioner Yorozu:

The Commission grants the retroactive reporting modification to DRIVE (Teamsters Political Committee) as requested. The Commission grants the prospective reporting modification through December 31, 2003, allowing C-5 reports to be filed in accordance with the monthly FEC reporting schedule and raising the threshold for reporting Washington state residents and corporations making donations from more than \$25 to more than \$50.

The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

The motion passed unanimously.

Native American and Peace Officers PAC

Ms. Harris reported that the Native American and Peace Officers PAC requests a two part modification: (1) a modification retroactive for the year 2000 allowing it to satisfy the requirements of RCW 42.17.090(1)(I) through the filing of Native American and Peace Officers PAC's regularly filed reports with the California Secretary of State, supplemented by the C-5 forms already submitted; and (2) a prospective modification effective January 1, 2003 through December 31, 2003, to permit the Native American and Peace Officers PAC to satisfy the requirements of RCW 42.17.090(1)(I) by allowing C-5 reports to be filed on the 29th of each month for the preceding month.

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Ms. Harris stated that staff supports this request believing that there was substantial compliance. The WSDCC timely reported the contribution, and the contributor information was easily accessible through the State of California's website.

Motion 03-044

Moved by Commissioner Clement, seconded by Commissioner Martin:

The Commission grants the retroactive reporting modification to the Native American and Peace Officers PAC as requested. The Commission grants the prospective reporting modification allowing C-5 reports to be filed on the 29th of each month for the preceding month.

The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

The motion passed unanimously.

Commissioner Yorozu suggested that a link to the State of California website be added to the PDC website to make access to these reports readily accessible.

The Democratic National Committee

Ms. Harris reported that the Democratic National Committee (DNC) requests a retroactive modification for 2000 allowing it to satisfy the requirements of RCW 42.17.090(1)(I) through the filing of DNC's regularly filed Federal Election Commission (FEC) reports, supplemented by the C-5 forms already submitted.

Ms. Harris stated that staff supports this request since the information was available either through PDC reports filed by the WSDCC or by the actual C-5 filings by the DNC or by the filing of FEC reports by the DNC.

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Attorneys Joseph Sandler and Kevin Hamilton were present and addressed the Commission in support of the request.

Motion 03-045

Moved by Commissioner Clement, seconded by Commissioner Yorozu:

The Commission grants the retroactive reporting modification to the Democratic National Committee as requested.

The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

The motion passed unanimously.

Democratic Party of Oregon

Ms. Harris reported that the Democratic Party of Oregon has withdrawn its request for a modification.

Frank Radford, Candidate for Commissioner, Finn Hill Park and Recreation District

Phil Stutzman reported that Mr. Radford requests an exemption from reporting the reportable business customers of McDonald Insurance Group, Inc., a corporation of which he is shareholder and part owner.

Motion 03-046

Moved by Commissioner Yorozu, seconded by Commissioner Brady:

The Commission grants the reporting modification requested by Frank Radford.

The Commission finds that literal application would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the act.

The motion passed unanimously.

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Executive Session

The Commission went into executive session at 10:00 a.m. to discuss pending and potential litigation with legal counsel.

Public Session

The Commission returned to public session at 10:50 a.m.

Enforcement Matters

Hearings:

The Democratic Party of Oregon, Case #03-068

Commissioner Clement noted that she was on the executive committee of the Washington State Democratic Central Committee (WSDCC) during 2000 and she recused herself from consideration of this matter as well as the Washington State Democratic Central Committee case.

Susan Harris summarized the case against the Democratic Party of Oregon for alleged violation of RCW 42.17.090(1)(I) by failing to timely file a C-5 report reflecting a contribution it made to the Washington State Democratic Central Committee.

Ms. Harris then read the Stipulation of Facts and Violation into the record noting that the respondent and staff were unable to jointly recommend an appropriate penalty for Commission consideration although both agree and stipulate that the penalty falls within the scope of the Commission's statutory authority for a single violation pursuant to RCW 42.17.395(4). She also noted that staff would support suspension of a portion of the penalty.

Joseph Sandler, counsel, was present and addressed the Commission regarding the penalty and requested that a portion of the imposed penalty be suspended since the entity does not normally make contributions in Washington State.

Moved by Commissioner Martin, seconded by Commissioner Yorozu:

> The Commission accepts the Stipulation of Facts and Violation in

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PDC Case #03-068, The Democratic Party of Oregon, and assesses a penalty of \$1,000 with \$500 suspended based on no future violations of RCW 42.17.090(1)(I) for four years.

Voting For: Commissioner Brady, Martin, Yorozu and Connelly.

Abstaining: Commissioner Clement.

The motion passed.

Washington State Democratic Central Committee

Susan Harris summarized the case against the Washington State Democratic Central Committee for alleged violation of RCW 42.17.090(1)(I) by failing to forfeit a contribution received from the Democratic Party of Oregon, who failed to timely file a C-5 report.

Ms. Harris then read the Stipulation of Facts and Violation into the record noting that the respondent and staff were unable to jointly recommend an appropriate penalty for Commission consideration although both agree and stipulate that the penalty falls within the scope of the Commission's statutory authority for a single violation pursuant to RCW 42.17.395(4).

Attorney Kevin Hamilton was present and stated that this was a one-time occurrence, one report and one contribution.

Commissioner Connelly directed the parties and Commission counsel to submit briefs regarding the Commission's penalty authority in forfeiture cases and recommended the issue be deferred until the next meeting.

Moved by Commissioner Brady, seconded by Commissioner Yorozu:

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The Commission tables PDC Case #03-068, Washington State Democratic Central Committee, until the December 4, 2002 meeting.

Voting For: Commissioner Brady, Martin, Yorozu and Connelly.

Abstaining: Commissioner Clement.

The motion passed.

David Elton, Case #03-049

Commissioner Connelly recused himself from consideration in this matter at the request of Mr. Elton.

Phil Stutzman reported that a brief enforcement hearing was held on October 10, 2002, in which Mr. Elton was found in violation of RCW 42.17.240 for failure to timely file a Statement of Financial Affairs. Mr. Elton was assessed a penalty of \$150. \$50 of the penalty was suspended on the condition that the \$100 non-suspended portion of the penalty was paid and the F-1 report was filed by October 17, 2002. The terms of the suspension were not met and the order was rescinded on October 18, 2002.

Mr. Elton was present via telephone and stated that he had considered withdrawing his declaration of candidacy and did not know that the Statement of Financial Affairs was required until notified by staff. He also stated that he would file the form, but not until mid to late November.

Commissioner Brady commented that the purpose of the public disclosure law is to enable the public to make knowledgeable decisions during the campaign cycle leading up to the election.

Moved by Commissioner Yorozu, seconded by Commissioner Clement:

The Commission finds an intentional violation of RCW 42.17.240 in PDC

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Case #03-049, David Elton, and assesses a penalty of \$1,000.

Voting For: Commissioner Brady, Martin, Yorozu and Clement.

Abstaining: Commissioner Connelly.

The motion passed.

Susan Harris reported on a Citizen's Action Letter filed by Richard Pope alleging that the Washington State Democratic Central Committee (WSDCC) and several out-of-state or federal political committees violated RCW 42.17.090(1)(I) for failing to timely file C-5 reports reflecting contributions made from the committees to the WSDCC. Those committees are:

- The Democratic Senatorial Campaign Committee (DSCC)
- The Democratic Congressional Campaign Committee (DCCC)
- International Brotherhood of Electrical Workers COPE (IBEW COPE)
- DRIVE (Teamsters political committee)
- The Native American and Peace Officers PAC
- The Democratic National Committee (DNC)
- The Democratic Legislative Campaign Committee (DLCC)
- Communication Workers of America COPE (CWA COPE)
- Ironworkers PAC
- International Association of Machinists Non-Partisan PAC (IAM PAC)
- National Committee for Effective Congress (NCEC)

She also reported that since reporting modifications were granted for the DNC, DCCC, DSCC, the Native American Peace Officers PAC, IBEW COPE and DRIVE, the Commission has retroactively relieved the political committees from the requirement to file C-5 reports and the

Report

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WSDCC is no longer required to forfeit the contributions received from these committees.

Commissioner Clement recused herself from consideration of the dismissal for the Democratic Senatorial Campaign Committee and the Democratic Congressional Campaign Committee.

Motion 03-050

Moved by Commissioner Brady, seconded by Commissioner Martin:

The Commission dismisses the allegations of violation of RCW 42.17.090(1)(I) against The Democratic Senatorial Campaign Committee and The Democratic Congressional Campaign Committee pursuant to staff recommendations.

Voting For: Commissioner Brady, Martin, Yorozu and Connelly.

Abstaining: Commissioner Clement.

The motion passed.

Motion 03-051

Moved by Commissioner Brady, seconded by Commissioner Clement:

The Commission dismisses the allegations of violation of RCW 42.17.090(1)(I) against International Brotherhood of Electrical Workers COPE, DRIVE, The Native American and Peace Officers PAC, The Democratic National Committee, The Democratic Legislative Campaign Committee, Communication Workers of America COPE, Ironworkers PAC, International Association of Machinists Non-Partisan PAC and the National Committee for Effective Congress pursuant to staff recommendations.

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The motion passed unanimously.

Ms. Harris also recommended dismissal of allegations against Washington State Democratic Central Committee concerning alleged violations of RCW 42.17.090(1)(I) for failing to forfeit contributions it received from out-of-state or federal committees that failed to timely file C-5 reports, but which were granted retroactive reporting modifications.

Commissioner Clement recused herself from consideration of this dismissal.

Moved by Commissioner Brady, seconded by Commissioner Yorozu:

The Commission dismisses the allegations of violation of RCW 42.17.090(1)(I) against the Washington State Democratic Central Committee, excluding the Democratic Party of Oregon matter, pursuant to staff recommendations.

Voting For: Commissioner Brady, Martin, Yorozu and Connelly.

Abstaining: Commissioner Clement.

The motion passed.

Enforcement Matters (cont.)

Requests for Review

Joe Wheeler, Case #02-625

Mr. Stutzman reported that a brief enforcement hearing was held July 23, 2002, in which Mr. Wheeler was found in violation of RCW 42.17.240 for failure to timely file a Statement of Financial Affairs. Mr. Wheeler was assessed a penalty of \$300 and the form was filed on May 22, 2002.

Mr. Wheeler was present via telephone and stated that his wife has been very ill for the past several

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years and the filing deadline was overlooked. He requested a reduction in the imposed penalty of \$300.

There was no motion to review this matter.

Pamela Keck, Case #02-461

Mr. Stutzman reported that a brief enforcement hearing was held June 4, 2002, in which Ms. Keck was found in violation of RCW 42.17.240 for failure to timely file a Statement of Financial Affairs. Ms. Keck was assessed a penalty of \$150.

Ms. Keck was present via telephone and stated that she has been maintaining two households 500 miles apart and the filing was unintentionally overlooked.

There was no motion to review this matter.

Erik Pearson, Case #02-525

Mr. Stutzman reported that a brief enforcement hearing was held June 4, 2002, in which Mr. Pearson was found in violation of RCW 42.17.240 for failure to timely file a Statement of Financial Affairs. Mr. Pearson was assessed a penalty of \$150.

Mr. Pearson was present via telephone and stated that he resigned his position on the board at Western Washington University on April 15, 2002 and moved to Tennessee.

Motion 03-053

Moved by Commissioner Clement, seconded by Commissioner Brady:

The Commission vacates the order in PDC Case #02-525, Erik Pearson.

The motion passed unanimously.

Ronald Scholz, Case #02-557

Mr. Stutzman reported that a brief enforcement hearing was held June 4, 2002, in which Mr. Scholz was found in violation of RCW 42.17.240 for failure to timely file a Statement of Financial

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Affairs. Mr. Scholz was assessed a penalty of \$100 and the form was filed on May 23, 2002.

Mr. Scholz was present via telephone and stated that he mailed the form in late April and was unaware that the Public Disclosure Commission never received it.

There was no motion to review this matter.

Request for Reconsideration

Larry Haskell, Case #02-436

Mr. Stutzman reported that a brief enforcement hearing was held June 4, 2002, in which Mr. Haskell was found in violation of RCW 42.17.240 for failure to timely file a Statement of Financial Affairs. Mr. Haskell was assessed a penalty of \$150.

Mr. Haskell provided a letter stating that he resigned his position as council member on May 1, 2002 when he was called to active duty. He is currently stationed in Louisiana.

Motion 03-054

Moved by Commissioner Yorozu, seconded by Commissioner Brady:

The Commission vacates the order in PDC Case #02-436, Larry Haskell.

The motion passed unanimously.

Rule-Making

Doug Ellis briefly summarized possible permanent adoption of three rules. If approved, staff would file the CR 103 Rule-Making Order with the Code Reviser's Office and the rules would become effective 31 days after filing.

No one had signed up to testify on any of the rules.

WAC 390-37-300

Enforcement Procedures – Status of citizen complainant and others. This rule change would set a deadline for submissions of evidence and statements of five calendar days before an

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enforcement proceeding. It also removes the Commission's authority to grant the complaintant or any other person an opportunity to be heard in a compliance matter at the quasi-judicial hearing unless the person is called as a witness by one of the parties.

WAC 390-16-234

Transfers of surplus funds. Legislative changes to RCW 42.17.095 in 1995 allowed candidates to transfer surplus funds without limit to a political party or to a caucus political committee. The amendments clarify that the proportional reimbursement of joint campaign expenses is not considered a transfer of active or surplus campaign funds. It also clarified RCW 42.17.095(3) and (8).

WAC 390-17-200

Major political party organizations. Minor changes are designed to clarify that a major political party must notify the Commission in writing once it has designated the official county central committee and the official legislative district committee.

Motion 03-055

Moved by Commissioner Yorozu, seconded by Commissioner Martin:

The Commission adopts amendments to WAC 390-37-030 Enforcement Procedures – Status of citizen complainant and others, WAC 390-17-200 Major political party organizations and WAC 390-16-234 Transfers of surplus funds as proposed.

The motion passed unanimously.

Staff Reports

Executive Director

Vicki Rippie briefed the Commission on the performance assessment interview that occurred on October 17, 2002. She thanked Susan, Michael and Karen for their hard work in preparing for the interview.

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Assistant Director Susan Harris reported that the process for moving

the microfiche to archives has started. She also thanked Karen Copeland for her hard work on the

performance assessment.

Chief Technology Officer Michael Smith briefly summarized his experience

at the COGEL conference held in Ottawa,

Canada, and he thanked the Commission for the

opportunity to attend.

Adjournment Commissioner Connelly adjourned the meeting at

2:10 p.m. The next meeting is scheduled for

Wednesday, December 4, 2002.

Approved by the Commission 12/4/02